



# Request For Quotation

SOLICITATION NO.: R9-9-013

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Arizona Department of Public Safety  
2102 W. Encanto Blvd., Ste 340  
Phoenix, Arizona 85009  
PO Box 6638  
Phoenix, AZ 85005-6638  
(602) 223-2262

Instructor for Collision Reconstruction Training

Quotations will be received until 5:00 P.M. MST on:  
**January 20, 2009**

RFQ Number: R9-9-013  
Date Published: January 9, 2009

## SMALL BUSINESS SUPPLIER QUOTATION – THIS IS NOT A PURCHASE ORDER

Quotations for the materials or services specified herein will be received by the Arizona Department of Public Safety (DPS) Finance Division, 2102 W. Encanto Blvd. P.O. Box 6638 Mail Drop 1330, Phoenix Arizona 85005 until the date and time cited above. Quotations may be Hand Carried, Mailed or faxed (see special instructions section entitled submission of quotations).

**Offerors should read this RFQ in its entirety before submitting a quotation along with submitting any and all supplemental information, samples, etc. requested herein for DPS evaluation.**

**DELIVERY POINT: Phoenix, AZ**

**PROCUREMENT SPECIALIST: Deborah Paddock**

## Instructor for Collision Reconstruction Training Project Description/Price Sheet

The offeror proposes to furnish all labor, textbooks and materials, travel, equipment, per diem, and services and perform all work necessary to provide Collision Reconstruction training as an instructor in accordance with all Terms and Conditions, Specifications/Scope of work contained herein for the total lump sum, per training session, of:

Price Per Training Session: \_\_\_\_\_ \$

Offered prices shall be shown in both words and figures. In the event of a discrepancy in, the amount shown in words shall govern

First training class to be conducted in the Phoenix, AZ metro area, prior to July 1, 2009. Classes will be for up to 35 students at a time.

Provide possible timeframes for 80 hours of training prior to July 1, 2009.

FROM \_\_\_\_\_  
(month, day, year)

TO \_\_\_\_\_  
(month, day, year)

FROM \_\_\_\_\_  
(month, day, year)

TO \_\_\_\_\_  
(month, day, year)

FROM \_\_\_\_\_  
(month, day, year)

TO \_\_\_\_\_  
(month, day, year)

FROM \_\_\_\_\_  
(month, day, year)

TO \_\_\_\_\_  
(month, day, year)

Subsequent training to be conducted in the Phoenix, AZ metro area during the period of July 1, 2009 to June 30, 2010. Provide possible dates for training.

FROM \_\_\_\_\_  
(month, day, year)

TO \_\_\_\_\_  
(month, day, year)

FROM \_\_\_\_\_  
(month, day, year)

TO \_\_\_\_\_  
(month, day, year)

FROM \_\_\_\_\_  
(month, day, year)

TO \_\_\_\_\_  
(month, day, year)

FROM \_\_\_\_\_  
(month, day, year)

TO \_\_\_\_\_  
(month, day, year)



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## SPECIAL INSTRUCTIONS TO OFFERORS

**(RFQ) Solicitation Order of Precedence:** In the event of a conflict in the provisions of this Solicitation, the following shall prevail in the order set forth below:

1. Special Terms and Conditions;
2. Uniform Terms and Conditions (Incorporated herein by reference) - full text version is available for view and download at <http://www.azdoa.gov/spo/agency-resources/documents-forms/procurement-documents>;
3. Statement or Scope of Work;
4. Specifications;
5. Attachments;
6. Exhibits;
7. Special Instructions to Offerors;
8. Uniform Instructions to Offerors (Incorporated herein by reference) - full text version is available for download at <http://www.azdoa.gov/spo/agency-resources/documents-forms/procurement-documents>;
9. Other documents referenced or included in the Solicitation.

**Duty to Examine:** It is the responsibility of the Offeror to examine the entire solicitation, seek clarification in writing (inquiries), and examine its' Offer for accuracy before submitting a quotation. Lack of care in preparing a quotation shall not be grounds for modifying or withdrawing a quotation after the due date and time, nor shall it give rise to any Contract claim. Any inquiry that results in changes to the Solicitation shall be answered solely through a written Solicitation Amendment. An Offeror may not rely on verbal responses to its inquiries.

**Solicitation Contact Person:** Inquiries related to this solicitation, including those related to product specifications and/or performance standards shall be directed to the procurement specialist whose name is listed herein or in their absence, designated DPS Finance section personnel. The Offeror shall not contact or direct inquiries concerning this solicitation to other DPS personnel unless specifically instructed herein.

**Offerors Business Status:** The Offeror should complete the Small, Minority, Woman Owned Business Certification section of the offer and acceptance section contained herein. In the event that this section is not completed, DPS Finance, at its sole discretion may request the information from the offeror. If requested, the offeror shall provide the information within 10 days of notification or as specified in the written request. Failure to provide the information within the stated time frame may result in the quotation being deemed non-responsive and therefore not considered for award.

**Submission of Quotations:** Quotations may be submitted in a sealed envelope or package with the solicitation number and the offeror's name and address clearly marked or sent via facsimile to (602)-223-2944. Quotations must be in the actual possession of the Arizona DPS, Finance Division, 2102 W. Encanto Blvd. P.O. Box 6638 Mail Drop 1330, Phoenix Arizona 85005 on or prior to the date and time cited on the cover page of the RFQ. Envelopes and packages shall be opened to identify contents if they are not clearly identified.

**Late Quotations:** Quotations received after the due date and time specified herein shall not be considered (A.R.S. 41-2533 & A.A.C. R2-7-B307).

**Opening of Quotations:** This is an informal procurement therefore quotations shall not be opened publicly.

**Evaluation Factors:** Offers shall be evaluated on the total lump sum price only.



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**Contract Award:** The agency chief procurement officer shall award a contract to the small business determined to be most advantageous to the state in accordance with the evaluation factors identified herein. Only a small business shall be awarded a contract unless:

1. The purchase has been unsuccessfully competed under R2-7-D303, including failure to obtain fair and reasonable prices; or
2. The agency Chief Procurement Officer has made a written determination that restricting the purchase to small business is not practical under the circumstances.

- **Small Business Definition:** A for-profit or not-for-profit organization, including its affiliates, with fewer than one hundred full-time employees or gross annual receipts of less than four million dollars for the last complete fiscal year (R2-7-101, paragraph 48).

Small, women- or minority-owned businesses are also encouraged to submit quotations.

- **Minority or Women Owned Business (Definition):** A business that is at least 51% minority and/or women owned.

**Public Record:** All quotations submitted in response to this Request for Quotation shall become the property of the state and shall become a matter of public record, subsequent to the award, as provided for by the Arizona Procurement Code.

**I.T. 508 Compliance:** Any electronic or information technology offered to the State of Arizona under this solicitation shall comply with A.R.S. §41-2531 and 41- §2532 and Section 508 of the Rehabilitation Act of 1973, which requires that employees and members of the public shall have access to and use information technology that is comparable to the access and use by employees and members of the public who are not individuals with disabilities. If the offeror believes that compliance with this requirement poses an Undue Burden, the offeror shall notify the procurement officer in writing at least five days before the offer due date and time.

**Federal Immigration Laws, Compliance by State Contractors:** By signing the Offer the Offeror warrants that it and all proposed subcontractors are in compliance with Federal Immigration and Nationality Act (FINA) and all other Federal immigration laws and regulations related to the immigration status of its employees. The Offeror shall obtain statements from all proposed subcontractors certifying compliance with this requirement and shall furnish the statements to the Procurement Officer upon request.

**Offshore Performance of Work:** Due to security and identity protection concerns, direct services under this contract shall be performed within the borders of the United States. Any services that are described in the specifications or scope of work that directly serve the State of Arizona or its clients and may involve access to secure or sensitive data or personal client data or development or modification of software for the State shall be performed within the borders of the United States. Unless specifically stated otherwise in the specifications, this definition does not apply to indirect or 'overhead' services, redundant back-up services or services that are incidental to the performance of the contract. This provision applies to work performed by subcontractors at all tiers. Offerors shall declare all anticipated offshore services in the offer.

**Special Considerations:** Persons with a disability may request a reasonable accommodation, such as a sign language interpreter, by contacting the appropriate Procurement Agency. Requests should be made as early as possible to allow time to arrange the accommodation. A person requiring special accommodations may contact the solicitation contact person responsible for this procurement as identified above.



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## SPECIAL TERMS AND CONDITIONS

**The State's Uniform Terms and Conditions:** The States Uniform Terms and Conditions are incorporated herein by reference -full text version is available for view and download at <http://www.azdoa.gov/spo/agency-resources/documents-forms/procurement-documents>.

**Eligible Agency:** This contract is for the exclusive use of the Arizona Department of Public Safety (DPS).

**Contract Type:** Firm fixed price term contract.

**Pricing:** Fixed total lump sum per training session.

**Term of the Contract:** The term of any resultant contract shall commence on the date specified in the contract award/purchase order documents and shall continue for a period of one (1) year thereafter unless terminated, canceled or extended as otherwise provided herein.

**Contract Extension (12 Months):** The contract shall not bind nor purport to bind the state for any contractual commitment in excess of the original contract period. The State reserves the right, upon mutual agreement between the ADPS and the contractor, to extend the contract period for one (1) additional 1 year periods or portions thereof for a total contract term not to exceed two (2) years. If such rights are exercised, all terms, conditions and provisions of the original contract shall remain the same and apply during the extension period unless otherwise stipulated.

**Price Adjustment (Annual):** The Arizona Department of Public Safety may review a fully documented request for a price increase at the time of contract extension only (annual). A requested increase shall be based upon a cost increase to the contractor that was clearly unpredictable at the time of the offer and is directly correlated to the price of the product/service contractually covered. A price increase adjustment shall only be considered at the time of a contract extension and shall be a factor in the extension review process.

- All written requests for price adjustments made by the contractor shall be initiated 90 days in advance of the contract extension date to allow DPS Finance sufficient time to evaluate and disposition the request.
- DPS, at its sole discretion shall determine whether the requested price increase or an alternate option is in the best interest of the State.

**Ordering Process:** The Arizona Department of Public Safety may procure the specific material and/or service awarded by the issuance of a contract release order/purchase order to the appropriate contractor. The contract release order/purchase order for the awarded material and/or service that cites the contract number specified herein is the only document required by DPS to order and the contractor to deliver the material and/or service. All purchases made under this contract shall not exceed the aggregate total of \$50,000.00 as specified under ARS §41-2535.

**Billing:** All billing notices shall include delivery time, and contractual payment terms. Items are to be identified by the name, model number, contract number, line item number, and serial number if applicable. Any contract release order issued by the requesting agency shall refer to the contract number and line item number(s). Failure to disclose all offered and accepted prompt payment terms on all invoice activities may result in contract cancellation.

**Payment:** Payment for services rendered under this contract shall be made in arrears. Contractor shall submit an invoice, no later than the tenth day of each month, to the Arizona Department of Public Safety - Finance Section - Mail Drop 1330; P.O. Box 6638, Phoenix, Arizona 85005-6638. The invoice must contain contractor's company name, current Arizona



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Department of Public Safety purchase order number, contract number and the month/year services were provided. Payments shall be made in accordance with A.R.S. Titles 35 and 41.

**Indemnification:** The Contractor shall indemnify, defend, save and hold harmless the State of Arizona and the Department of Public Safety and their officers, officials, agents, and employees (herein referred to as "Indemnitee") from and against any and all claims, actions, liabilities, damages, losses, or expenses (including court costs, attorneys' fees, and costs of claim processing, investigation and litigation) (hereinafter referred to as "Claims") for bodily injury or personal injury (including death), or loss or damage to tangible or intangible property caused, or alleged to be caused, in whole or in part, by the negligent or willful acts or omissions of Contractor or any of its owners, officers, directors, agents, employees or subcontractors. This indemnity includes any claim or amount arising out of or recovered under the Workers' Compensation Law or arising out of the failure of such contractor to conform to any federal, state or local law, statute, ordinance, rule, regulation or court decree. It is the specific intention of the parties that the Indemnitee shall, in all instances, except for Claims arising solely from the negligent or willful acts or omissions of the Indemnitee, be indemnified by Contractor from and against any and all claims. It is agreed that Contractor will be responsible for primary loss investigation, defense and judgment costs where this indemnification is applicable. In consideration of the award of this contract, the Contractor agrees to waive all rights of subrogation against the State of Arizona, its officers, officials, agents and employees for losses arising from the work performed by the Contractor for the State of Arizona.

**Insurance Requirements** The successful contractor shall submit a certificate of insurance in according with the following requirements within the timeframe specified or within 10 days after notice of award if no period is specified. The certificate of insurance must be in the possession of the Arizona Department of Public Safety (DPS) Finance/Purchasing unit.

Contractor and subcontractors shall procure and maintain all applicable taxes until all of their obligations have been discharged, including any warranty periods under this Contract, are satisfied, insurance against claims for injury to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Contractor, his agents, representatives, employees or subcontractors.

The *insurance requirements* herein are minimum requirements for this Contract and in no way limit the indemnity covenants contained in this Contract. The State of Arizona in no way warrants that the minimum limits contained herein are sufficient to protect the Contractor from liabilities that might arise out of the performance of the work under this contract by the Contractor, its agents, representatives, employees or subcontractors, and Contractor is free to purchase additional insurance.

**Minimum Scope And Limits Of Insurance** Contractor shall provide coverage with limits of liability not less than those stated below.

**Commercial General Liability – Occurrence Form** Policy shall include bodily injury, property damage, personal injury and broad form contractual liability coverage.

- |  |             |
|--|-------------|
| • General Aggregate                                | \$1,000,000 |
| • Products – Completed Operations Aggregate        | \$ 500,000  |
| • Personal and Advertising Injury                  | \$ 500,000  |
| • Blanket Contractual Liability – Written and Oral | \$ 500,000  |
| • Fire Legal Liability                             | \$ 25,000   |
| • Each Occurrence                                  | \$ 500,000  |



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The policy shall be endorsed to include the following additional insured language: ***The State of Arizona and the Arizona Department of Public Safety shall be named as additional insured's with respect to liability arising out of the activities performed by or on behalf of the contractor.***

The policy shall contain a *waiver of subrogation against the State of Arizona and the Arizona Department of Public Safety* for losses arising from work performed by or on behalf of the contractor.

## Automobile Liability

Bodily Injury and Property Damage for any owned, hired, and/or non-owned vehicles used in the performance of this Contract.

Combined Single Limit (CSL) \$ 500,000

- a. The policy shall be endorsed to include the following additional insured language: ***"The State of Arizona and Arizona Department of Public Safety shall be named as additional insureds with respect to liability arising out of the activities performed by or on behalf of the Contractor, involving automobiles owned, leased, hired or borrowed by the Contractor".***

## Worker's Compensation and Employers' Liability

Workers' Compensation

Statutory

Employers' Liability

Each Accident	\$ 100,000
Disease – Each Employee	\$ 100,000
Disease – Policy Limit	\$ 100,000

The policy shall contain a *waiver of subrogation against the State of Arizona and the Arizona Department of Public Safety* for losses arising from work performed by or on behalf of the contractor. This requirement shall not apply to: separately, each contractor or subcontractor exempt under A.R.S. 23-901, and when such contractor or subcontractor executes the appropriate waiver (Sole Proprietor/Independent Contractor Form)

## Professional Liability (Errors and Omissions Liability)

Each Claim	\$ 500,000
Annual Aggregate	\$1,000,000

In the event that the professional liability insurance required by this contract is written on a claims-made basis, Contractor warrants that any retroactive date under the policy shall precede the effective date of this Contract; and that either continuous overage will maintained or an extended discovery period will be exercised for a period of two (2) years beginning at the time work under this Contract is completed.

The policy shall contain a *waiver of subrogation against the State of Arizona and the Arizona Department of Public Safety* for losses arising from work performed by or on behalf of the contractor.

The policy shall cover professional misconduct or lack ordinary skill for those positions defined in the Scope Of Work of this contract.

## Additional Insurance Requirements

The policies shall include, or be endorsed to include, the following provisions:

The State of Arizona and the Arizona Department of Public Safety wherever additional insured status is required such additional insured shall be covered to the full limits of liability purchased by the contractor, even if those limits of liability are

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in excess of those required by this contract.

The contractor's insurance coverage shall be primary insurance with respect to all other available sources.

Coverage provided by the contractor shall not be limited to the liability assumed under the indemnification provisions of this contract.

## Notice of Cancellation

Each insurance policy required by the insurance provisions of this contract shall provide the required coverage and shall not be suspended, voided, canceled, or reduced in coverage or in limits except after thirty (30) days prior written notice has been given to the Arizona Department of Public Safety. Such notice shall be sent directly to the Arizona Department of Public Safety - Finance Section - Mail Drop 1330; P.O. Box 6638, Phoenix, Arizona 85005-6638, and shall be sent by certified mail, return receipt requested.

## Acceptability of Insurers

Insurance is to be placed with duly licensed or approved non-admitted insurers in the State of Arizona with an A.A.M. Best® rating of not less than A-VII. The State of Arizona in no way warrants that the above-required minimum insurer rating is sufficient to protect the contractor from potential insurer insolvency.

## Verification of Coverage

Contractor shall furnish the Arizona Department of Public Safety with certificates of insurance (Accord Form or equivalent approved by the State of Arizona) as required by this contract. The certificates for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. All certificates and endorsements are to be received and approved by the Arizona Department of Public Safety before work commences. Each insurance policy required by this contract must be in effect at or prior to commencement of work under this contract and remain in effect for the duration of the project. Failure to maintain the insurance policies as required by this contract, or to provide evidence of renewal, is a material breach of contract.

All certificates required by this contract shall be sent directly to the Arizona Department of Public Safety - Finance Section - Mail Drop 1330; P.O. Box 6638, Phoenix, Arizona 85005-6638. The State of Arizona contract number and description shall be noted on the certificate of insurance. The Arizona Department of Public Safety reserves the right to require complete, certified copies of all insurance policies required by this contract at any time. *Do not send certificates of insurance to the State of Arizona's Risk Management Section.*

## Subcontractor

Contractors certificate(s) shall include all subcontractors as insured's under its policies or contractor shall furnish to the Arizona Department of Public Safety separate certificates and endorsements for each subcontractor. All coverage's for subcontractors shall be subject to the minimum requirements identified above.

## Approval

Any modifications or variation from the insurance requirements in this contract shall be made by the Department of Administration, Risk Management Section, whose decision shall be final. Such action will not require a formal contract amendment, but may be made by administrative action.

## Exceptions

In the event the contractor or subcontractor(s) is/are a public entity, then the insurance requirements shall not apply. Such public entity shall provide a certificate of self-insurance. If the contractor or subcontractor(s) is/are a State of



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Arizona agency, board, commission, or university, none of the above shall apply.

**Illegal/Non-Prescription Drugs, Alcohol and Weapons:** Illegal/non-prescription drugs, alcohol and weapons (of any type) are not permitted on Arizona Department of Public Safety property (land or building). Any contractor or contractor employee possessing illegal/non-prescription drugs, alcohol and/or weapons (of any type) on Arizona Department of Public Safety property shall be immediately removed from the property and not be allowed future access.

**Federal Immigration Laws, Compliance by State Contractors:** By entering into the contract, the contractor warrants compliance with the Federal Immigration and Nationality Act (FINA) and other Federal immigration laws and regulations related to the immigration status of its employees. The contractor shall obtain statements from its subcontractors certifying compliance and shall furnish the statements to the procurement officer upon request. These warranties shall remain in effect through the term of the contract. The contractor and its subcontractors shall also maintain Employment Eligibility Verification forms (I-9) as required by the U.S. Department of Labor's Immigration and Control Act, for all employees performing work under the contract. I-9 forms are available for download at USCIS.GOV.

The state may request verification of compliance for any contractor or subcontractor performing work under the contract. Should the State suspect or find that the contractor or any of its subcontractors are not in compliance, the State may pursue any and all remedies allowed by law, including, but not limited to suspension and/or debarment of the contractor. All cost necessary to verify compliance are the responsibility of the contractor.

**I.T. 508 Compliance:** Unless specifically authorized in the Contract, any electronic or information technology offered to the State of Arizona under this contract shall comply with A.R.S. §41-2531 and 41- §2532 and Section 508 of the Rehabilitation Act of 1973, which required that employees and members of the public shall have access to and use information technology that is comparable to the access and use by employees and members of the public who are not individuals with disabilities.

**Offshore Performance of Work Prohibited:** Due to security and identity protection concerns, direct services under this contract shall be performed within the borders of the United States. Any services that are described in the specifications or scope of work that directly serve the State of Arizona or its clients and may involve access to secure or sensitive data or personal client data or development or modification of software for the State shall be performed within the borders of the United States. Unless specifically stated otherwise in the specifications, this definition does not apply to indirect or 'overhead' services, redundant back-up services or services that are incidental to the performance of the contract. This provision applies to work performed by subcontractors at all tiers.

## **SCOPE OF WORK/SPECIFICATION SECTION**

1. **Purpose:** The Arizona Department of Public Safety (AZ DPS) seeks to enter into a term contract with an

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instructor capable of providing training in Accident Reconstruction and related services in accordance with the terms, conditions, specifications and scope of work contained herein. Prospective Offerors should have demonstrated capabilities in the areas contained in the solicitation's Scope of Work section.

AZ DPS will provide a classroom which shall seat up to 35 people, AV equipment including a computer projector (with laptop or computer upon request), overhead projector and screen. Additional needs such as outside test facilities and vehicles can be made available upon request. AZ DPS will assign a class liaison to work with contractor during the duration of the class.

2. Scope of Work: In order to meet the Highway Patrol Bureau's standards of training, the provider for the instruction of this course must be able to provide 80 hours of training. The class should be geared to meet the minimum criteria for a law enforcement collision reconstructionist as described in the National Highway Traffic Safety Administration DOT HS 807 213 report. Students will have attended and successfully passed the advanced/technical level of crash investigation as described in the NHTSA report. The hours may be separated into two sessions of 40 hours with approximately one month in between with concurrence of AZ DPS class liaison. Daily schedules shall be set at the contractor's discretion with concurrence of the class liaison. Offeror shall provide possible dates prior to July 1, 2009 to hold the course. The actual training dates shall be selected upon mutual agreement of the contractor and the Department liaison. AZ DPS is looking to hold two classes between now and June 30, 2010.

All text books and/or printed material shall be provided by the contractor, at their expense. Binders, notebooks, calculators will be provided upon request by the Department or students. Limited copy services will be made available upon request and mutual agreement of the Department and the contractor.

The following breakdown of subjects and hours represent the minimum topics to be covered by the course.

## **Process of Accident Reconstruction**

**2 hours**

This topic should give the student an understanding of the approach to accident reconstruction, the methodology to determine and organize issues, the ability to evaluate data and recognize the limitations of the data provided.

## **Mathematical Process of Accident Reconstruction**

**24 hours**

This topic deals with the application of mathematics and physics (engineering mechanics) to explain traffic crashes. The bases (assumptions) of the various accident reconstruction equations are to be discussed. The student should be made familiar with the derivations (proofs) of the equations starting with generally accepted equations found in a typical elementary physics or engineering mechanic's book. The sensitivity of the equations to the input data is to be discussed with examples. Equations to be included are basic speed from skids, combined speed, a radius of a curve, sideslip (critical speed), falls, vault, flip, time distance, acceleration, conservation of momentum, and conservation of energy. This topic should cover how to apply and when to use these equations.

## **Case Studies and Simulated Tetimony**

**32 hours**

Case studies must be reviewed with the students. A final case study shall be developed as a practical final exam and presented in a simulated testimonial presentation. Simulated testimony experiences with the instructor "cross-examining" the students on their case presentations will provide the student with *firing line* experience. Only experienced individuals should perform the cross examinations, personnel from the Department shall be made available for this purpose. The purpose and goal of the exercise shall be to instill confidence in the knowledge gained through this training as well as pit falls to be aware of. The case studies shall be graded and corrections



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made prior to testimony.

## Speed Change Estimate From Damage

2 hours

This shall serve as an introduction into the concept of speed change estimates from crash damage. It shall include the benefits and the limitations of developing estimates based on crash damage.

## Articulated/Large truck Studies

8 hours

This training is to include an introduction to the dynamics and handling characteristics of large trucks. This includes such subjects as weight shift/sloshing, braking capabilities and systems, rollover, jackknife, and trailer swing-out.

## Motorcycles and Pedal Cycles

6 hours

An introduction into the various types of motorcycles and pedacycle dynamics shall be taught. The inherent problems associated with reconstructing motorcycle traffic accidents should be discussed along with pedal cycles.

## Human Factors

2 hours

This subject should discuss applications and variations in perception time, reaction time, driver/pedestrian response, perception delay, and driver/pedestrian strategies and tactics. This topic should also include discussion of factors influencing driver/witness reliability (trauma and witness perception).

## Pre and Post Written Examinations

4 hours

A final examination shall be given at the conclusion of the course and a certificate of completion shall be given to each individual with a passing score of at least 70%. Pre-tests or quizzes may be give at the discretion of the contractor. The allotted time for the examinations may be adjusted by the contractor to a minimum of 2 hours giving the remaining hours to an existing or additional subject matter.

## Offer & Acceptance Small, Minority, Woman Owned Business Certification Form

**This procurement is being issued in accordance with the requirements established under A.R.S. §41-2535, applicable administrative rules and Governor's Executive Order No. 2007-21.**

In accordance with A.R.S. §41-2535, paragraph B: Any procurement which does not exceed the aggregate dollar amount of less than fifty thousand dollars shall be restricted, if practicable, to small businesses as defined in rules adopted by the director.

Arizona Administrative Rule (A.A.C.) R2-7-101, Definitions, Paragraph 48 defines "Small Business" as a for-profit or not-for-profit organization, including its affiliates, with fewer than one hundred full-time employees or gross annual receipts of less than four million dollars for the last complete fiscal year.

Minority or Women Owned Businesses are those defined as: A business that is at least 51% minority and/or women owned.

**Offeror shall certify its business status by checking the applicable box/category listed below**

☐ Small Business

☐ Woman Owned Business

☐ Small, Woman Owned Business

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Arizona Department of Public Safety  
2102 W. Encanto Blvd., Ste 340  
Phoenix, Arizona 85009  
PO Box 6638  
Phoenix, AZ 85005-6638  
(602) 223-2262

Instructor for Collision Reconstruction Training

<input type="checkbox"/> Small Business, African American Owned	<input type="checkbox"/> Woman Owned Business, African American	<input type="checkbox"/> Small, Woman Owned Business, African American
<input type="checkbox"/> Small Business, Asian Owned	<input type="checkbox"/> Woman Owned Business, Asian	<input type="checkbox"/> Small, Woman Owned Business, Asian
<input type="checkbox"/> Small Business, Hispanic Owned	<input type="checkbox"/> Woman Owned Business, Hispanic	<input type="checkbox"/> Small, Woman Owned Business, Hispanic
<input type="checkbox"/> Small Business, Native American Owned	<input type="checkbox"/> Woman Owned Business, Native American	<input type="checkbox"/> Small, Woman Owned Business, Native American
<input type="checkbox"/> Small Business, Other Owned	<input type="checkbox"/> Woman Owned Business, Other	<input type="checkbox"/> Small, Woman Owned Business, Other
<input type="checkbox"/> Minority, African American Owned Business		
<input type="checkbox"/> Minority, Asian Owned Business		
<input type="checkbox"/> Minority, Hispanic Owned Business		<input type="checkbox"/> Non-Profit Organization
<input type="checkbox"/> Minority, Native American Owned Business		<input type="checkbox"/> Disabled Owned Business
<input type="checkbox"/> Minority Owned Business, Other		<input type="checkbox"/> Non-Small, Non-Minority, Non-Woman Owned

**TO THE ARIZONA DEPARTMENT OF PUBLIC SAFETY:** The undersigned hereby offers and agrees to furnish the material, service or construction in compliance with all terms, conditions, specifications and amendments in the solicitation & certifies its business status as one of the above.

Company Name

Date:

Address

City, State, Zip

Name of company personnel authorized to sign offer

Printed Name/Title: \_\_\_\_\_ Signature: \_\_\_\_\_

Federal Tax ID No. \_\_\_\_\_ Federal Employer Identification Number \_\_\_\_\_

Phone No: \_\_\_\_\_ Facsimile No. \_\_\_\_\_ E-Mail Address \_\_\_\_\_

## ACCEPTANCE OF OFFER

The Offer is hereby accepted. The Contractor is now bound to sell the materials or services listed by the attached contract and based upon the solicitation, including all terms, conditions, specifications, amendments, etc., and the Contractor's Offer as accepted by the State. This contract shall henceforth be referred to as Contract No. \_\_\_\_\_. The Contractor has been cautioned not to commence any billable work or to provide any material or service under this contract until Contractor receives purchase order, contract release document or written notice to proceed.

State of Arizona

Awarded this \_\_\_\_\_ day of \_\_\_\_\_ Year

DPS Chief Procurement Officer or Authorized Designee

## Certificate of Insurance

PRODUCER	COMPANIES AFFORDING COVERAGE	CURRENT A.M. BEST RATING
INSURED	A	
	B	
	C	
	D	



# Request For Quotation

SOLICITATION NO.: R9-9-013

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THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED.

CO LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS (,000)
	GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> OCCURRENCE <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> OWNER'S & CONTRACTOR'S PROT. <input type="checkbox"/> PER PROJECT PRODUCT/COMPLETED OPERATIONS				GENERAL AGGREGATE PRODUCTS -COMP/OP AGG. \$ PERSONAL & ADV. INJURY \$ EACH OCCURRENCE \$ FIRE DAMAGE(ANY ONE FIRE) \$ MED.EXPENSE(ANY ONE PERSON) \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS <input type="checkbox"/> GARAGE LIABILITY				COMBINED SINGLE LIMIT \$  BODILY INJURY (PER PERSON) \$  BODILY INJURY (PER ACCIDENT) \$ PROPERTY DAMAGE \$
	PROFESSIONAL LIABILITY <input type="checkbox"/> TYPE _____ <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> OCCURRENCE				EACH OCCURRENCE \$ AGGREGATE \$
	EXCESS LIABILITY <input type="checkbox"/> UMBRELLA FORM <input type="checkbox"/> OTHER THAN UMBRELLA FORM				EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS' COMPENSATION AND EMPLOYER'S LIABILITY				STATUTORY LIMITS \$ EACH ACCIDENT \$ DISEASE-POLICY LIMIT \$ DISEASE-EACH EMPLOYEE \$
	BUILDERS RISK				
	OTHER:				

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / SPECIAL ITEMS:

STATE OF ARIZONA AND THE STATE AGENCY NAMED BELOW ARE ADDED AS ADDITIONAL INSURED. IT IS AGREED THAT COVERAGES AFFORDED UNDER THE POLICIES CERTIFIED IN THIS CERTIFICATE SHALL BE PRIMARY AND ANY INSURANCE OR SELF-INSURANCE PROGRAM CARRIED BY THE STATE OR ANY OF ITS AGENCIES, BOARDS, DEPARTMENTS OR COMMISSIONS SHALL BE EXCESS AND NOT CONTRIBUTORY INSURANCE TO THAT PROVIDED BY THE NAMED INSURED.

IT IS FURTHER AGREED THAT NO POLICY SHALL EXPIRE, BE CANCELED OR MATERIALLY CHANGED TO AFFECT THE COVERAGE AVAILABLE TO THE STATE WITHOUT THIRTY (30) DAYS WRITTEN NOTICE TO THE STATE. THIS CERTIFICATE IS NOT VALID UNLESS COUNTERSIGNED BY AN AUTHORIZED REPRESENTATIVE OF THE INSURANCE COMPANY.

CERTIFICATE HOLDER/ADDITIONAL INSURED

State of Arizona  
Arizona Department of Public Safety  
P.O. Box 6638 – MD 1330  
Phoenix, Arizona 85005-6638  
ATTN: Debbie Paddock

AUTHORIZED REPRESENTATIVE OF THE INSURANCE COMPANY

SIGNATURE \_\_\_\_\_

DATE: \_\_\_\_\_

## End of Solicitation

